

Tool 2(cycle).1. Implementation Plan Worksheet—Your Implementation Plan (one page)

Implementation Plan Worksheet Your Implementation Plan

A thorough implementation of professional development content must be purposeful – it requires planning. Best practice would indicate that written implementation plans should be developed at the district, building and individual teacher level. *The only written plan required to be submitted to the Department of Education, however, is the District Career Development Plan (DCDP) which is embedded in the Comprehensive School Improvement Plan.*

Working from the district student achievement goals and the District Career Development Plan, implementation will be more successful if teachers have a clear vision or target of what is expected for full implementation in a written plan. Examples of Implementation Plans might include descriptions of what the planned change will look like in the classroom; expectations and timelines for the organization, frequency, agenda and data collection requirements of collaborative team meetings; the role of the building principal, Building Leadership Team, and support staff; the role of central office staff; procedures for collecting student impact data; etc.

Implementation Plan Worksheet

Your Implementation Plan represents initial agreements regarding use of new curriculums, strategies, programs, etc. It enables you to make judgments about levels and fidelity of use of staff development content. After completing the worksheet, you will be prepared to design the appropriate data collection tools for your own implementation plan.

- I. Strategy/curriculum/program to be implemented (your planned change).
- II. Did developers of, or research on your planned change suggest guidelines for frequency of use within your educational program? If yes, what are the suggested guidelines?
- III. Is your planned change an addition to existing practice or does it replace existing practice? Please explain.
- IV. Describe the implementation of your planned change. Use charts, tables, text or any combination of these methods to illustrate how your planned change will look in your district/school when it is fully and ideally implemented.